Mississippi Wing

CIVIL AIR PATROL

CAPR 60-2 Short Notice Inspection Program

Flying Safety and Regulatory
Compliance Inspection Checklist

Note: Parts of this checklist were excerpted and adapted by the MS WG IG from the Compliance Inspection Checklist (Draft 06/18/2000) produced by a tasked seminar group at the 2000 National Inspector General College. It is intended for use in the MS WG 60-2 Inspection Program of flying units.

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INSTRUCTIONS

For Unit Commander and staff officers
- ❖ The Unit Commander will complete this checklist, and may distribute individual sections to the appropriate unit staff officers for completion.
- ❖ The Unit Commander or staff officer will answer each question and assemble appropriate documentation to assist the Unit Commander and IG Inspection Team.
- ❖ The Unit Commander is instructed to review the unit staff officers' responses and documentation.
- ❖ If deficiencies are found, the Unit Commander is encouraged to take corrective action prior to the IG's official inspection visit. Notation of such corrective action is also encouraged.
- ❖ The Unit Commander is instructed to complete the Command section personally.
- ❖ To facilitate an efficient and effective inspection, the Unit Commander will assemble all sections of this Compliance Inspection Checklist and responses in advance of the IG's visit.
- ❖ The Unit Commander must be present for the IG Inspection visit. The presence of any or all staff officers may prove helpful to assist the Unit Commander.

For IG Team
- ❖ The IG Inspection Team will review and validate the responses of the Unit Commander and staff officers.
- ❖ The IG Team Member will summarize the inspection results by utilizing the standard IG Validation Criteria for each item.
- ❖ The IG Inspection Team will offer to assist, and assist, the Unit Commander and unit staff officers in terms of education and training on the CAP compliance requirements in order to achieve 100% compliance with the critical compliance items.

IG VALIDATION CRITERIA & DEFINITIONS

Code	Criteria	Definition
B	Benchmark Candidate	**The "best of the best" process observed to date** by the assessment team. Policies, programs, or procedures that should be considered for adoption by other units for their effectiveness or efficiency.
C	Commendable Item	**A highly effective or efficient concept, procedure, technique or management practice that is significantly better** than those found in the majority of other units.
Ob	Observation	**A minor deficiency documented to place emphasis on the need for resolution** before it develops into a more serious problem or before it develops into a finding.
F	Finding	**A significant deficiency that requires specifics answers**. In the case of Wing or Region inspections, answers must be submitted to National HQ. In the case of below Wing level, a finding is answered at the Wing command level through the Wing IG's office. Where potential for Fraud, Waste and Abuse (FWA), the finding shall be answered with as much detail as possible.
R	Repeat Finding	**A finding that had been answered and/or corrected during a previous inspection, was subsequently closed and is now deficient again during the current inspection**.
O	Open Item	**An answerable finding from a prior inspection in which the answerable finding has not been corrected.** Open items are not repeat findings.
N/A	Not Applicable	**Some items may not be applicable to the unit being inspected (e.g., Group Level only, Cadet Programs in Senior only unit)**

1. The Unit's Flying Safety Program	Unit Response *(e.g., Yes, No, N/A)*	IG Validation (B,C,Ob,F,R,O)
1. COMMAND		
Does the Unit Commander have an active and aggressive safety program in the unit?		
Does the unit have supporting documentation (i.e. CAPF 103 attendance roster) for the unit's safety program?		
Has the Unit Commander ensured that an internal annual safety survey is performed and that the results were forwarded to the next highest headquarters?		
Has the Unit Commander ensured that guidance governing flight operations is in accordance with CAPR 60-1?		
Has the Safety Officer been assigned in writing (e.g., CAPF 2a, Letter properly submitted)?		
2. Resources		
Is the Safety Officer directly responsible to the commander?		
3. Safety Education		
Is ground and flying safety information briefed monthly at unit meetings?		
Is a roster of individuals in attendance for that briefing kept?		
Are summaries of monthly safety material posted on a unit bulletin board?		
Are previous summaries and attendance rosters covering the past twelve months on file?		
For flying units or units with pilots, are the monthly safety bulletins from National Headquarters briefed to all personnel, and then posted on the unit bulletin board?		
Is mandatory flight safety down day training and attendance documented?		
4. Safety Surveys/Inspection		
Is an annual internal safety survey scheduled and accomplished?		
Has the Safety Officer provided the Unit Commander with a report of the survey indicating discrepancies of required items?		
Is there a copy of the last survey (with corrective active taken) on file at the unit?		
Does the Safety Officer know that the Unit Commander is reviewing the safety surveys?		

2. The Unit's Flight Release Procedures Including the Appointment and Training of FROs, and Completion of CAPFs 99, CAP Flight Release Log	Unit Response (e.g., Yes, No, N/A)	IG Validation (B,C,Ob,F,R,O)
1. Flight Release Procedures		
Are FRO procedures followed to ensure only qualified and current CAP pilots operate CAP aircraft?		
Does the FRO insure that all CAP members are in appropriate, approved uniforms during CAP flight activities?		
Does the FRO utilize a checklist to properly release a pilot and does the checklist meet the minimum standards IAW CAPR 60-1?		
Do the unit's FROs have a current copy of the Wing Pilot Roster or similar means, and use it in releasing aircraft?		
2. Appointment and Training of FROs.		
Is the FRO list current (i.e., updated before each calendar quarter)?		
Was the current FRO list sent to the Wing on a timely basis?		
Is each Flight Release Officer (FRO) a pilot or the Unit Commander?		
Has each FRO completed FRO training?		
When was the last FRO training held for your FRO's?		
Is the FRO list available to all pilots?		
3. Completion of CAPFs 99, CAP Flight Release Logs		
Are flight release officers' CAPF 99 "Flight Authorization Logs" being properly completed and signed by the FRO?		
Are CAPFs 99 submitted to Wing on a monthly basis in a timely manner?		
Is the appropriate mission symbol assigned for each CAP flight?		

3. Maintenance of the Unit's Flying records including Pilot Records:	Unit Response *(e.g., Yes, No, N/A)*	IG Validation (B,C,Ob,F,R,O)
Are the current pilot files separated from the personnel files?		
Are all deficient pilot files and files of non-current pilots identified and separated from the current pilot files?		
Are individual pilot records for each CAP pilot being maintained in accordance with CAPR 60-1? *(See Attachment 1, Pilot Records Checklist, for detailed requirements, and complete for each active pilot.)*		

4. Maintenance and Condition of the Unit's Assigned CAP Aircraft::	Unit Response *(e.g., Yes, No, N/A)*	IG Validation (B,C,Ob,F,R,O)
Is the aircraft assigned to the unit being maintained in accordance with all FAR and CAP regulations? *(See and complete Attachment 2 (CAPF 71) to assist with this evaluation.)*		

5. Overall Evaluation Of Regulatory Compliance (CAPR 60-1, Cap Flight Management; CAPR 60-2, Safety And Regulatory Compliance – Short Notice Inspection	Unit Response *(e.g., Yes, No, N/A)*	IG Validation (B,C,Ob,F,R,O)
1. Command		
Has the Unit Commander established a program of guidance for training/evaluation, checkout, flight procedures, and currency of aircrew members?		
2. Operations – Resources		
Has the Operations Officer been assigned in writing (e.g., CAPF 2a, Letter) and properly submitted?		
3. Operations Management (CAPR 60-1)		
For flying units, does a system exist to monitor that aircraft is being effectively utilized (i.e., on track to meet or exceed minimum National/Wing utilization criteria)?		
4. Training		
Does the unit ensure that all pilots receive proper initial and on-going qualification procedures?		
Are checkouts in complex and high performance aircraft accomplished IAW CAPR 60-1?		
Is cadet flight training conducted and documented IAW CAPR 60-1?		
Is senior member flight training conducted and documented IAW CAPR 60-1?		
Is a current copy of CAPR 60-1 provided to each CAP Pilot or Cadet Pilot, and reviewed by the pilot?		
5. Flight Operations		
Does the unit have procedures for grounding an unsafe aircraft or pilot?		
Are glider operations, if any, conducted IAW FARs and CAP regulations?		
6. Cadet Orientation Flights		
Are the unit's cadet orientation pilots properly documented with a CAPF 2a, submitted to Wing and assigned by the Wing commander?		
Is the CAPF 77 mailed to Wing as soon as possible?		
Is CAPF 77 registered in the cadet's records with signatures from the Unit Commander and pilot?		
Has parental consent form been received prior to cadet orientation flight?		
7. Emergency Services Training		
Do written procedures or documentation exist that ensure that minimum training requirements are accomplished and documented before CAP Form 101 "Emergency Services Qualification Card" is requested?		
8. Aircrew Qualification		
Are CAPR 60-3 guidelines followed to ensure that mission pilots, observers and scanners have attained at least the minimum qualifications listed in CAPR 60-3, Chapter 2		
Has CAPF 5 criteria and CAPF 91 criteria been used to evaluate each mission pilot during initial checkout as a mission pilot and biennially thereafter?		

(continued next page)

5. (continued) Overall Evaluation Of Regulatory Compliance - CAPR 62-2, Mishap Reporting And Investigation; CAPR 60-2, Safety And Regulatory Compliance – Short Notice Inspection	Unit Response *(e.g., Yes, No, N/A)*	IG Validation (B,C,Ob,F,R,O)
9. Accident Prevention Program (CAPR 62-1)		
Is there evidence that the unit has an effective accident prevention program (letters, reports, bulletins or operating procedures, for example)?		
10. Accident Prevention		
Are the recommendations contained in the yearly trend analysis report evaluated and action taken to prevent similar mishaps?		
Are gasoline, oil, paint, or any flammable Items stored in separate, outside facilities?		
Is the proper clearance being maintained between stored items and all light and heating fixtures?		
11. Accident Reporting (CAPR 62-2)		
For any accidents, has the Unit Commander reported such accidents on CAPF 78 within 48 hours of the mishap?		
Are accident reports (CAPF 78 and 79) complete and accurate?		
12. Safety Responsibility		
Is it known and understood that any person may stop an unsafe situation?		
13. Are there any repeat discrepancies from the last CAPR 60-2 inspection?		

Certification by unit commander: I hereby certify that the responses set forth in this checklist and attachments are true to the best of my knowledge, information and belief.

Signed:

_____   Date: _____
(Unit Commander's Signature)

_____
(Print Name & Grade)

_____
(Unit Name & Charter Number)

Attachment 1. Pilot Records Checklist

PILOT RECORDS CHECKLIST (Complete one for each current pilot.)

[Ref. CAPR 60-1, 2-9]

Pilot Name: _____   Date: _____

Unit: _____

Item	Yes	No	N/A	Expires
1. Does the unit maintain a separate file or record on this active pilot?				
a. Is this pilot's record separated from non-current pilot records?				
b. Is there a section cover page outlining what belongs there?				
2. Does the pilot records file contain the documents **required** by CAPR 60-1, para. 2-9?:				
a. Copy of the FAA pilot certificate				
b. Copy of current FAA CFI certificate if appropriate				
c. Copy of the current FAA medical certificate				
d. Documentation of current biennial flight review (copy of log entry)				
e. Copies of all CAP Forms 5 establishing aircraft qualification or currency				
f. A current copy of each completed aircraft questionnaire:				
C-172				
C-182				
Other:				
"				
"				
"				
g. Proof of annual CAPF 5 written examination completion (answer sheet only)				
h. Copy of most current CAPF 91, *CAP Mission Pilot Checkout* (if appropriate)				
i. Signed Statement of Understanding				
j. Copy of current designation as a: (if applicable)				
(1) Cadet Orientation Pilot				
(2) ROTC Cadet Orientation Pilot				
(3) Check Pilot				
(4) Instructor Pilot				
(5) Mission Check Pilot				
(6) Flight Release Officer				
k. Copy of letter or certificate indicating successful completion of the National Check Pilot Standardization Course				
3. Optional Items [but highly recommended]: Copies of:				
a. MS WG CAP Pilot Information Sheet				
b. CAP 101 card				
c. CAP Membership card				
d. CAP Communications certificate (CAPF 76, if held)				
e. Emergency Notification Data (CAPF 60)				
f. FAA Wings Certificate(s)(if any)				
g. Documentation of mandatory attendance at current annual **flight safety down day**				
h. This checklist, duly completed and current (on top)				

Attachment 2. Aircraft Condition & Maintenance Checklist (CAPF 71)

[Use current edition, which may be downloaded from:

http://mswg.cap.gov/capforms/]

(The current CAPF 71 edition is Feb 00, attached - next page.)

Cap Aircraft Inspection Checklist

Wing:_____   Date/Tach Time Last 50-Hour Insp/Oil Change:_____

Tail #:_____   Date/Tach Time @ Last 100-Hour Insp:_____

Make/Model/Year:_____   Date/Tach Time @ Last Annual Insp:_____

Tach Time:_____

Inspection Item (Installed/Serviceable/Current ⇒)	Y	N	Remarks / Discrepancy
1. Aircraft Records			
A. Aircraft Logbooks- 50-Hour Insp/Oil Change, 100-Hour Insp, Annual Insp, & Airworthy Directives (AD) Compliance Listing Current (Ref: FAR 91.417)			
B. Equipment List (CAPF 37) Matches Equipment Installed			
C. Instrument Requirements			
1) Altimeter System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)			
2) Pitot / Static System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)			
3) Transponder Current – Entry in Logbook (24 Mo. Ref: FAR 91.413)			
4) VOR Operational Check – IFR Only (30 Days Ref: FAR 91.171)			
5) ELT Battery Current – Entry in Logbook (Ref: FAR 91.207)			
2. Aircraft Interior			
A. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Interior			
B. "Not for Hire" Placard Displayed (Ref: CAPR 66-1)			
C. "Max Crosswind" Placard Displayed (Ref: CAPR 66-1)			
D. "Cessna Seat Slippage Warning" Placard Displayed (CAPR 66-1)			
E. Operating Limits / Placards (Ref: FAR 91.9)			
F. Avionics and Control Locks Installed (Ref: CAPR 66-1)			
G. Serviceable Fire Extinguisher Installed (Ref: CAPR 66-1)			
H. Shoulder Harnesses Installed (Ref: FAR 91.205)			
I. Carbon Monoxide Detector – Serviceability, Expiration Date (CAPR 66-1)			
J. Cessna Seat Rails for Cracks & Wear (Ref: AD 87-20-03, Rev 2)			
K. Secondary Seat Stop Installed (All Cessna Aircraft, Excluding 172R)			
L. Cargo Tie-Down Or Net Installed (Ref: FAR 91.525)			
M. Required Documents in Aircraft A-R-O-W			
1) Airworthiness Certificate (Ref: FAR 91.203)			
2) Registration (Ref: FAR 91.203)			
3) Operating Handbook (Ref: FAR 91.9)			
4) Weight & Balance Data (Ref: Acft Flight Manual / POH)			
N. Survival Kit. (Ref CAPR 66-1)			
3. Aircraft Exterior			
A. Aircraft Properly Chocked, Tied Down, and Condition of Ropes			
B. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Paint			
C. Condition of Prop – Nicks, Dents, Leaks, Corrosion, Evidence of Prop Strike			
D. External Aircraft Identification Plate (Ref: FAR 45.11)			
E. CAP Seal Installed on Vertical Stabilizer			
F. Brakes for Leaks, Wear, and Obvious Defects (Ref: Acft Service Manual)			
G. Tires for Proper Air Pressure and Serviceability (Ref: Acft Service Manual)			
H. Engine Cowling for Proper Fit And Contour / Fasteners Serviceable and Secure			
I. Cessna Door Hinge Pins Installed			
4. Exterior And Interior Lighting For Proper Operation			
A. Interior Overhead (Flood/Dome)			
B. Landing / Taxi / Pulselite			
C. Anti-Collision Strobe (Ref: FAR 91.209)			
D. Navigation / Position (Ref: FAR 91.209)			
E. Flashing Beacon			
F. Instrument			

Name Of Inspector: **Date:**

CAP Form 71 (Continued) - Instructions for use of the CAP Aircraft Inspection Checklist

The CAPF 71 is designed to assist the inspector in determining the overall condition of the aircraft, as well as ensuring compliance of FAA and CAP regulations and directives.

1. Aircraft Records.

Item a. Airworthiness Directive Listing in Logbook: FAR 91.417 requires the aircraft records (logbooks) to contain the current status of applicable airworthiness directives, the method of compliance, the AD number, revision date, and recurring action if required. The A&P / AI should have performed and documented all applicable ADs as part of the 100-hour or annual inspection and updated the compliance listing in the maintenance logs.

Item b. Equip List (CAPF 37) Matches Installed Equipment: HQ CAP requires all wings to account for equipment installed in aircraft, such as radios, on a CAPF 37. Confirm the CAPF 37 is complete and matches the type equipment installed in the aircraft. Verification of serial numbers is not required.

Items c1), c2), and c3). Instrument Requirements: FAR par 91.411 and 91.413 requires the altimeter, pitot static and transponder to be tested and inspected every 24 months. The inspection dates are annotated in the airframe logbook, which usually are not kept in the aircraft. The maintenance officer or unit commander controlling this aircraft can provide you the records. **Item c4). VOR Check:** The VOR check is required by FAR 91.207 to be accomplished prior to the flight or within the preceding 30 days if the aircraft is to be operated under IFR. The pilot can accomplish this test by checking the VOR against a designated VOR checkpoint on the ground or by flying over a prominent ground point, or if the aircraft has dual VORs by checking them against each other. When performing the check, the pilot should record the date, place, bearing errors and sign the log or record. The aircraft cannot be flown IFR if this check has not been performed or logged!

Item c5). ELT Battery: FAR 91-207 requires the expiration date of the ELT battery be legibly marked on the outside of the transmitter and entered in the aircraft logbook. FAR 91-207 requires ELTs to be inspected during the aircraft annual inspection and this inspection annotated in the aircraft logbook..

2. Aircraft Interior.

Item a. Check for obvious defects, leaks, corrosion, cleanliness, and condition of interior.

Items b, c, d, and e. Placards: Not for Hire/Maximum Crosswind/ Cessna Seat Slippage Warning/Operating Limits. Ensure these placards are properly installed and visible. These placards can be ordered through the CAP Supply Depot in Amarillo TX.

Item f. Avionics and Control Locks Installed: Assure the avionics and control locks are installed. Aircraft radio & nav equipment are very expensive and can be easily stolen. The hole drilled in the control column for installation of the control lock should be centered to assure the flight controls are locked in the neutral position. On many Piper aircraft, the seat belt is used to hold the flight controls in a static position versus the use of a control lock.

Item g. Fire Extinguisher: Check that one is installed and serviceable (in the correct range).

Item h. Shoulder Harness: CAPR 66-1 states that all CAP corporate aircraft will have shoulder harnesses for the pilot and co-pilot positions. Newly assigned aircraft have 90 days to have them installed; after 90 days, the aircraft is grounded until they are installed. FAR 91.205 also requires shoulder harnesses on aircraft manufactured after July 18, 1978.

Item i. Carbon Monoxide Detectors: For safety, disposable 12- to 18- month carbon monoxide detectors will be installed in all CAP-owned aircraft. Inspect detectors for serviceability (change of indicator color) and valid expiration date. These detectors will be replaced every 12 months

Item j. Cessna Seat Rail Condition: The Cessna seat rails must be checked for overall condition. Check specifically for any cracks in the rails or runners. If any cracks or questionable defects are found, have an A&P mechanic inspect it for serviceability. Also, check for elongation of the holes on the rails, seat locking pin rounding and roller washer wear.

Item k. Secondary Seat Stop Installed (All Cessna Aircraft, Excluding 172R and Older Models): The secondary seat stop requirement is required for all Cessna aircraft, excluding the 172R and later models. Cessna redesigned the seat rails on this model, eliminating the requirement. The secondary seat stop is installed on the right side of the pilot's seat (left front seat) to prevent it from sliding if the seat pin fails. This is a HQ CAP mandatory equipment requirement.

Item l. Cargo Tie-down or Cargo Net: FAR 91.525 requires cargo to be properly secured by a safety belt or other tie-down method having enough strength to eliminate the possibility of shifting during operation. Cargo net is recommended for the cargo compartment.

Items m1) and m2). Airworthiness Certificate and Registration: These items are normally kept together and mounted in a pouch attached to a sidewall of the aircraft. The Airworthiness Certificate is issued when the aircraft is manufactured, the registration is issued with a change in ownership (i.e., when HQ CAP purchased it). The Radio License is no longer required for operations inside the US.

Items m3) and m4). Operating Handbook & Weight & Balance: FAR 91-9 requires each aircraft to have an operating handbook and displayed operating limits in the form of placards or instrument markings. Ensure the ones required for the specific aircraft you are inspecting are up-to-date (for example, has all the latest equipment added to the aircraft been reflected in the weight & balance data?). Ensure a flight manual, matching the make/model/year of the aircraft, is kept in the aircraft. Check the book for condition, i.e., loose, torn, or missing pages. Ensure the weight and balance data sheets are posted in the book.

Item n. Survival Kit. Assure a survival kit has been established and is available during every flight.

3. Aircraft Exterior.

Item a. Properly Chocked, Tie-Down Method/Condition of Ropes: All aircraft, when not being operated, are required to be properly chocked and secured. The aircraft should also be tied down at 3 points. Chains may be used providing the chain is not directly attached to the ground anchor point. This configuration will damage the wing spars because there is no flexibility during wind gusts. Nylon rope with at least a 3,000 lbs. tensile strength is recommended.

Item b. Exterior Corrosion: HQ CAP emphasizes an aggressive aircraft corrosion prevention program and provides ACF-50 corrosion prohibitor, free to CAP units, to be sprayed on the aircraft. Note any corrosion you find. It is expensive to repair; however, it is less expensive to repair if caught early. This is the most important item to check during your inspection. The primary purpose of paint is to prevent corrosion with a secondary purpose of enhancing appearance. Therefore, look closely for corrosion, and missing or chipped paint. Units need to do touch-up painting on their aircraft and not just let them deteriorate. Corrosion can best be checked by removing an access panel on the leading edge area of the wing and visually looking for corrosion or by looking at exposed metal inside the aircraft such as under carpets. Check for cracks in the aircraft skin. If a crack is detected and has a hole drilled at the progressive end of the crack, this is OK. It is a previous repair called "stop drill" and is designed to stop the crack from progressing any further. If, however, the crack has not been stop drilled or the crack has progressed, it should be repaired.

Item c. Condition of Propeller. Inspect propeller, paying particular attention to nicks and evidence of stress (blade trailing edge wavy) on the propeller. Also check for excessive rubbing marks between spinner and cowling.

Item d. External Identification Plate: FAR 45-11 requires a fireproof plate that is etched, stamped, or engraved with the builder's name, model designation, and serial number. It must be secured to the exterior of the aircraft near the tail surfaces or adjacent or just aft of the rear-most entrance door. If the aircraft was manufactured before March 7, 1988, the plate can be attached to an accessible interior or exterior location near an entrance; however, the model designation and serial number must also be displayed on the aircraft fuselage exterior.

Item e. CAP Seal. A CAP seal must be installed on the vertical stabilizer of all CAP aircraft.

Item f. Brakes. Check brakes and brake lines for leaks, wear, and obvious defects.

Item g. Tires. Check tires for proper air pressure and serviceability.

Item h. Engine Cowling Fit & Fastener Condition: Check the cowling for proper fit and contour. Check the condition of the fasteners holding it in place. Loose, improper, or defective fasteners or nutplates could cause the cowling to separate during flight.

Item i. Door Hinge Pins (Cessna): Check the door hinges for proper hinge pins. Only authorized Cessna hinge pins will be installed in CAP aircraft. Cotter pins, quick release pins, nails, etc., will not be used and are easily identifiable. For reference only, the correct part numbers are: Cessna 172 upper hinge pin - P/N 0711001-59; Cessna 172 lower hinge pin - P/N 0517019-12; Cessna 182 upper and lower hinge pin - P/N 0711038-1

4. Exterior and Interior Lighting for Proper Operation

Items a, b, c, d, e, and f. Exterior Lighting for Operation: Check all lights for operation. You may do this by turning on the master switch and all lights.

Most of the items on the checklist are self explanatory. The dates and times for the aircraft is annual , 100-hour inspections, and oil changes should be in the aircraft logbooks. Tach times should be used to determine when maintenance actions are required. POC for this checklist is HQ CAP-USAF/LGM, Maxwell AFB AL (334) 953-6032 or DSN 493-6032.